

KUSHNICK AND MACY, JR AWARD CHECKLIST

All nomination packets must be prepared and submitted in electronic format utilizing MS Word format, typed in 12 pitch and with Arial font.

Nomination packets are reviewed/vetted by HQDA and will not be processed if they are incomplete or poorly written.

Each nomination packet must contain all of following and be submitted in the following order (Please use this Check List and include on top):

AWARD (check one) ☐ Kushnick ☐ Macy

1. _____ **Cover Sheet** (must include all items, a through j.)

- a. Name of nominee:
- b. Current position title and grade:
- c. Years of Federal service:
- d. Employing Organization:
- e. Organization address and location: (include office symbol)
- f. Work telephone numbers: (both commercial and DSN)
- g. Education Level: (highest level attained, e.g., HS/BA/MS/etc. and school)
- h. Awards and Recognition:
- i. Job progression in Army: (descending order by service dates)
- j. Digital picture of the nominee: (JPEG 8x11 Copied into a separate one page Word document)

2. _____ **Completed DA Form 1256, Incentive Award Nomination and Approval**

3. _____ **Narrative description of specific contribution which the nominee is personally responsible for and is the basis of this award nomination** (may not exceed 5 pages in length). The contribution must have culminated during the calendar year ending 31 December of the nominating year.

4. _____ **Career accomplishments** (including significant accomplishments in previous years)

5. _____ **Signed Command endorsement memorandum** (by ACOM, ASCC, DRU or the OAASA)

6. _____ **Proposed award citation**

All award nomination packets will be submitted through Command channels.

Command POCs will submit completed packets to AG1-CP, CP10 Proponency Office in electronic format and in the correct order to:

usarmy.belvoir.ag1cp.mbx.cp-10proponency-office@mail.mil